

Job Title:	<b>Assistant Municipal Court Judge F/T</b>
Job Description Number:	<b>4456</b>
Department/Division:	<b>Municipal Court</b>
Exemption Status:	<b>Exempt</b>
Pay Grade:	<b>114</b>
Immediate Supervisor:	<b>Municipal Court Judge</b>
Normal Work Schedule:	<b>Mon-Fri, 8 hours/day</b>

**Brief Description of the Job:**

Assist with the orderly flow of proceedings including, but not limited to, adjudicating misdemeanor criminal, traffic and city code violations. Serve as the immediate supervisor to the Ministerial Recorders on behalf of the Municipal Judge. Serve as a representative of the City of Greenville, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interaction with other employees and with the public. Assist the Municipal Judge in adjudicating violations, presiding over initial appearances, arraignments, pre-trial conferences, other hearings, jury and non-jury trials and sentencings. Assist in planning, organizing, coordinating, directing and reviewing judicial services activities. Is involved with strategic planning; Ministerial Recorder supervision and development; on-going assessment and improvement of judicial services business processes and programs. Serve as a knowledgeable resource for information regarding Judicial Services policies, procedures, objectives and functions. Monitor new, existing and pending legislation to ensure that judicial operations are in compliance. Participate in meetings to substantiate annual budgets or other matters of interest. Evaluate judicial processes and procedures and make recommendations for streamlining operations and creating uniformity. Manage administrative matters such as preparing reports or correspondence, conducting special studies or research. Review statewide court procedures for applicability to judicial functions, disseminates procedures and prepares implementation. Ensure judicial operational needs are identified, evaluated and incorporated into long/short-term goals; establish priorities and secure resources. Monitor the Ministerial Recorders' progress toward achieving goals and outcome-based measures as well as determining corrective action. Ensure efficient and effective management of Ministerial Recorders including training, counseling, discipline and termination. Establish expectations and provides performance feedback. Assess and recognize current court access – judicial services – communication and ease of use problems and barriers to create solutions. Serve as back up for detention facility coverage. Develop and analyze formal mechanism for monitoring judicial service trends and anticipating their implications for the strategic direction. Assist in assessing overall court community communication needs and determine whether the Court is meeting those needs.

**Essential Functions:**

**Caseflow Management (50%):** Adjudicate misdemeanor criminal, traffic and city code violations. Preside over initial appearances, arraignments, pre-trial conferences, other Hearings, jury and non-jury trials and sentencings. Research, explain and apply laws, rules and regulations. Assist the Municipal Judge in administering court policies, procedures and practices. Responsible for applying relevant South Carolina Court Rules, state statutes, city Ordinances, etc. when presiding over trials to the Court, trials to the jury, pre-trial conferences, arraignments, etc. Also responsible for imposing sentences commensurate to the

offense and within the parameters allowed by law. Review requests for continuances; grant or deny requests. Respond verbally or in writing to complaints and inquiries from the public, the City Council, the City Manager's office and other City departments and explain relevant administrative and judicial policies and procedures. Covey legal opinions to defendants, attorneys, and court staff. Review briefs submitted to the Court and evaluates evidence presented to the Court applying existing law rendering decisions.

**Management & Supervision (30%):** Plan, organize, assign, supervise and evaluate the work of Ministerial Recorders. Establish expectations and provide feedback. Ensure efficient Ministerial Recorders' performance and resolves staff member relations issues. Organize and approve time off and approves payroll for Ministerial Recorders. Train staff in judicial services procedures. Document, review and maintain judicial services procedures, policies and provide training tools. Assess Ministerial Recorder needs and recommend/initiate education, training and development. Ensure Ministerial Recorder office practices are in compliance with City policies, procedures, and regulations. Establish priorities and long-term goals.

**Resources, Budget, & Finance (5%):** Research, design and implement evaluation methods and techniques to determine judicial services output, outcome, impact and Efficiency. Compile clear, well-presented and reliable reports on Ministerial Recorder performances. Coordinate with the court management team to adjudge court programs to achieve fiscal and programmatic accountability. Assist in researching and comparing existing controls and management with best practices and benchmarks. Ensure the internal controls for Ministerial Recorders are in line with OMB and updates are provided to Clerks of Court for internal control documentation.

**Vision & Strategic Planning (5%):** Align day-to-day judicial services activities and the court's strategic direction and sequences improvement activities. Demonstrate continuous effort to improve judicial services operations, decrease turn-around times, streamline work processes and work cooperatively and jointly with Court Services to ensure quality, seamless customer service. Develop short and long-range goals and objectives of judicial services. Assure this area performs within budget; performs cost-control activities; monitor expenditures in this area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, Facilities and time.

**Education, Training, & Development (5%):** Oversee assessment of Ministerial Recorder needs and ensure their needs are addressed in education, training and development. Develop and implement policies, procedures and best practices that support and reward professional growth. Coordinate with the Clerk of Operations to organize the Court's education function in order to adequately address succession planning. Translate user Information and experience into effective caseflow technology applications. Participate in judicial education as required.

**Court Community Communication (5%):** Explain policies and procedures relating to operations at the Court's detention center office and Ministerial Recorders to the general Public and attorneys. Establish and facilitate communication both within the Court and externally with other agencies and organizations. Interact and coordinate with top-level management, judges, City departments and non-city governmental agencies. May present public presentations and training on court issues; attend and participate in professional group meetings, etc. Provide Information to the public, attorneys and other Court officials with references to cases filed. Investigate and make recommendations To the Judge for potential conflicts of interest, courtroom or public services.

Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

**Physical Demands:** Continuously requires vision, hearing, twisting, and talking. Frequently requires fine dexterity, sitting, handling, and pushing/pulling. Occasionally requires walking and reaching. Rarely requires standing, lifting, carrying, climbing, bending, and crouching.

**Machines, Tools, Equipment, and Work Aids:** Telephone, fax machine, calculator, and copier.

**Computer Equipment and Software:** Personal computer, printer, scanner, Microsoft Word, Excel, PowerPoint, Outlook, Adobe Reader, AS400 Applications (Greenville County Clerk's Index, Detention Center, etc.), SC Case Management System, HROAS, and Internet Explorer.

### **Working Conditions**

**Overall Working Conditions:** Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Seasonal exposure to extreme temperature.

**Health and Safety:** Occasional exposure to communicable diseases. Rare exposure to physical danger or abuse.

**Primary Work Location:** Office Environment.

**Protective Equipment Required:** None.

### **Non-Physical Demands**

Frequently requires time pressures, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires irregular schedule/overtime. Rarely requires emergency situations.

### **Job Requirements**

**Formal Education:** A Juris Doctorate Degree is required.

**Experience:** Over six years of experience in a court setting or law enforcement related area are required.

**Driver's License Required:** Class D South Carolina license.

**Certifications and Other Requirements:** Active member of the Greenville County Bar Association and Law License.

## **Job Demands**

**Reading:** Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal and correspondence.

**Human Collaboration Skills:** Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. Work has moderate impact on the organization. External contacts include General Sessions Court, attorneys, bail bonding companies, Greenville Detention Center, general public, etc. Internal contacts include law enforcement, other courts, computer support, City Attorney's Office, Fire Department, etc.

**Management and Supervision:** Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Semi-complex scope of supervision. This position is responsible for supervising the positions of Ministerial Recorders.

**Technical Skill:** Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

**Fiscal Responsibility:** Position does research for budget forms and requests, prepares draft documents, and oversees non-discretionary expenditures for a specific program, grant, or project.

## **Freedom to Act and Impact of Action**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

## **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.